

Equal Employment Opportunity and Equal Opportunity

HRO-EEO

In accordance with **29 CFR Part 1614**, The District of Columbia National Guard is an equal opportunity employer and prohibits employment discrimination on the basis of race, color, religion, national origin, gender, age, or disability. This web-page has been created to provide information about the EEO program for the full-time workforce, as well as the EO program for the traditional guard force, both Army and Air. If you have comments or suggestions you may call (202) 685-9768.

It is the policy of the District of Columbia National Guard to provide equal opportunity in employment for all persons, to prohibit discrimination in employment because of race, color, religion, sex, national origin, age or handicap and to promote the full realization of equal employment opportunity through a continuing affirmative program in the District of Columbia National Guard.

(b) No person shall be subject to retaliation for opposing any practice made unlawful by *Title VII of the Civil Rights Act Title VII (42 USC 2000e et seq.)*, the *Age Discrimination in Employment Act (ADEA) (29 USC 621 et seq.)*, the *Equal Pay Act (29 USC 206(d))* or the *Rehabilitation Act (29 USC 791 et seq.)* or for participating in any stage of administrative or judicial proceedings under those statutes.

WHAT IS EO/EEO?

Equal Opportunity (EO) is founded in Title VI of the Civil Rights Act, as amended. Equal Employment Opportunity (EEO) is founded in Title VII of the Civil Rights Act, as amended. The original Civil Rights Act became law in 1899.

Title VI of the Civil Rights Act ensures military members can pursue employment opportunities without discrimination on the basis of race, color, religion, gender, or national origin.

Title VII of the Civil Rights Act makes it unlawful for employers to discriminate as to hiring, firing, compensation, terms, conditions or privileges of employment on the basis of race, color, national origin, gender, age, or disability.

The District of Columbia National Guard is committed to equal opportunity and fair treatment of all its employees, both full-time and traditional. The District of Columbia General has issued a policy stating his commitment to equal opportunity and what he expects from the commanders, managers, supervisors, and all personnel as it applies to his/her policy.

The Commanding General has ownership for the EO/EEO programs; however, the State Equal Employment Manager (SEEM) manages the programs for him. The SEEM administers the full-time EEO program, as well as the part-time EO program (both Army and Air). The SEEM works very closely with the Human Relations/Equal Opportunity (HREO) section of the Army Guard and with the Military Equal Opportunity (MEO) section of the Air Guard.

WHO'S WHO IN EO/EEO?

State Equal Employment Manager (SEEM) - This position is appointed by the Commanding General. This office is located in the DC Armory, 2001 East Capital Street across the street from RFK Stadium in SE Washington DC. The SEEM has direct access to the Commanding General on all Equal Employment (EEO) and Equal Opportunity (EO) matters. The SEEM is the principle advisor to the Commanding General, senior commanders, and managers in the District of Columbia National Guard on statutory and regulatory requirements relating to the entire EEO/EO programs to include discrimination complaints, the Affirmative Employment Program, the Special Emphasis Program, and the Technician/ Employee Assistance Program. The SEEM is the principal point of contact with National Guard Bureau's Equal Opportunity Division and the local Equal Employment Opportunity Commission (EEOC). One can contact the SEEM at (202) 685-9768.

Equal Employment Specialist (EES) - This position is the assistant to the SEEM. The EES provides assistance to the SEEM and military EO program managers as required.

Military Equal Opportunity (MEO) Office - The MEO office is located at the 113th Wing at Andrews Air Force Base. Staff there are responsible for the EO program and the Drug Testing program for the District of Columbia Air National Guard. Also assigned at the Wing is the Drug & Alcohol NCO in the MEO section.

Human Relations / Equal Opportunity (HREO) - The HREO is responsible for the Army Guard EO program. The HREO works closely with the SEEM to ensure the District of Columbia Army Guard's EO program is managed and administered in accordance with Department of Army and NGB regulations and directives, as well as the Commanding General's policies and procedures. The HREO section supported by unit Equal Opportunity Advisors and Equal Opportunity Representatives.

Equal Opportunity Advisors (EOA) - This position is usually held by a major (O-4) at the MACOM, but a warrant officer or senior NCO may be appointed also. The EOA is the primary advisor to the MACOM commander on equal opportunity matters. This individual assists commanders in the development of a realistic and achievable Equal Opportunity plan. The EOA also trains Equal Opportunity Representatives (EORs) on EO policy and regulatory procedures. The EOA recognizes and assesses indicators of systemic and individual discrimination and recommends problem-solving remedies to prevent or reduce discriminatory practices. An EOA must be a graduate of the Defense Equal Opportunity Management Institute (DEOMI) located at Patrick AFB, Florida.

Equal Opportunity Representative (EOR) - EORs are unit soldiers trained to assist EOAs and commanders in carrying out the unit's established EO program. EORs are in the grade of E-5 or above. It is recommended that the Readiness NCO (which is a full-time employee) be the appointed EOR; however, and M-Day soldiers may also be appointed additional duty EORs, depending on the unit's needs. EORs are trained by the MACOM Equal Opportunity Advisor. EORs have direct access to the commander on all EO-related matters and may assist commanders in processing complaints of discrimination, attempting to resolve them at the lowest level.

TERMINOLOGY ASSOCIATED WITH EO/EEO

Affirmative Employment Plan - this document is a management tool which contains current demographics of the full-time workforce of the District of Columbia National Guard and outlines how the organization is going to increase the participation rate of women and minorities.

Affirmative Action Plan - this document is a management tool which contains current demographics of the M-day (or traditional) workforce of the District of Columbia Army and Air National Guard and outlines how these organizations are going to increase the participation rates of women and minorities.

Special Emphasis Program - this program was mandated by *DoD Directive 1440.1* w/changes 1, 2, and 3. It falls under the umbrella of the EEO program and is designed to assist in the recruitment of more women and minorities into the District of Columbia National Guard, and to assist in the advancement of the minorities and women who are already a part of the organization.

Technician Assistance Program / Employee Assistance Program - If a technician (excepted or competitive) is suspected of having disabling conditions brought on by abuse of alcohol or drugs (either illicit and prescription) that affect job performance, the Technician Assistance Program (TAP) affords full-time technicians protection from disciplinary action (including adverse action) by offering them rehabilitative assistance through the TAP. Management is required to inform the technician about TAP in an attempt to offer "reasonable accommodation" of a technician's known handicap. Provided the employee participates in a rehabilitation program, disciplinary action (including adverse actions) **may** be held in abeyance.

The Employee Assistance Program (EAP) affords full-time technicians a means of seeking professional help in dealing with personal problems which may be adversely affecting their work performance, attendance, or conduct on the job.

Taking advantage of either of these programs may be strictly voluntary or the Supervisor can refer a soldier/airman to the program if he/she determines it to be in the best interest of the agency.

COMPLAINTS PROCESS - If an employee or potential employee of the District of Columbia National Guard believes (s)he has been discriminated against, (s)he has the right to file a discrimination complaint. *NGR (AR) 600-22 / NGR (AF) 36-7* governs the filing of military complaints (applies to AGR members, M-day soldiers, and traditional ANG personnel). The basis of the complaint must be one of the following: race, color, national origin, gender, or religion.

NGR (AR) 690-600 / NGR (AF) 40-1614 governs the filing of a technician complaint (applies to the full-time excepted and competitive employees). The basis of the complaint must be one of the following: race, color, national origin, gender, religion, age, or disability.

If any member of the District of Columbia National Guard wishes to file a complaint or inquire about Discrimination or Sexual Harassment and does not feel comfortable proceeding through the Agency's avenue of redress, they may contact the following:

National Guard Bureau

Complaints Management and Support Activity

FOR INQUIRIES OR COMPLAINTS OF DISCRIMINATION
OR SEXUAL HARASSMENT CALL **1-800/371-0617**

OR WRITE:

HUMAN RESOURCES

NGB-HRE-C

4501 FORD AVENUE, SUITE 370

ALEXANDRIA, VIRGINIA 22302-1454